

Pregnancy Maintenance Initiative (PMI) 2017-2018

Date Generated: 03/24/2017

Leavenworth County Health Department

Period: 07/01/2017 - 06/30/2018

Filter(s): Leavenworth County Health Department;

Grouping A - Administration and Management

Goal: A.1 - Capacity building and accountability

Start Date:

End Date:

Attach proof of Non-Profit Status (501(c)(3))

Did you attach your Non-Profit Status (501(c)(3))?: Yes

List your PMI Program staff names, positions and email addresses (Note the staff member who is the Primary Point of Contact): Katie Schneider, Office Manager, kschneider@leavenworthcounty.org Violet Gomes, Clinical Supervisor, vgomes@leavenworthcounty.org Penny Overbay, Receptionist, poverbay@leavenworthcounty.org Haley Burkett, Account Clerk, hgartney@leavenworthcounty.org Lisa Hattok, Social Worker/Case Manager, lhattok2@leavenworthcounty.org *Primary Point of Contact

Attach an Agency Organizational Chart

Did you attach an Agency Organizational Chart that clearly identifies where the PMI section falls within the agency and the staff associated?: Yes

Strategy: A.1.1 - Build internal capacity

Start Date:

End Date:

Summarize your staff management plan to include verification of staff licensure, documentation of mandated training, performance appraisal process and professional development plan.: The Leavenworth County Health Department's PMI manual is based off of the KDHE PMI manual. The Social Worker/Case Manager will maintain a social work license through the State of Kansas Behavioral Sciences Regulatory Board. The Social Worker/Case Manager will complete a minimum of 40 Continuing Education Units every two years with a minimum of 3 Ethics CEU's as required by the BSRB. The case manager will have a minimum of 2 years of experience in case management and working with pregnant women. A minimum of one staff member will attend the annual Governor's Conference for the Prevention of Child Abuse and Neglect. Weekly staff meetings will be held with the Clinic Supervisor. Staff members are required to provide the Leavenworth County Health Department with copies of their license, credentials and renewals and updates to them. The Office Manager will use a tracking system to notify staff prior to their license or certification renewal dates. A minimum of one staff member will attend the PMI webinars and annual meetings as held by KDHE. A minimum of two PMI staff members will participate in any scheduled site visits provided by KDHE. Staff will participate in technical assistance calls as requested by KDHE. Staff will submit quarterly reports and Financial Status Reports to KDHE via Catalyst. Staff will use the DAISEY system to help track their clients for reliable demographics for the quarterly reports. The Case Manager's Professional Development Plan will include: solid communication and interpersonal skills; demonstrate professional practice; plan, carry out and review social work best practice; assess the needs and circumstances of clients; support, lobby and advocate for clients; and provide competent case management. Case Manager's performance appraisal process will include an evaluation by the department head every 6 months. It will include evaluation on: job knowledge and skills; productivity; quality of work; interpersonal relations; communication; dependability and responsibility; work safety; technical knowledge; job objectives and judgement and problem solving.

Requirement: A.1.1.1 - Attend annual meeting/training provided by KDHE

Start Date:

End Date:

Requirement: A.1.1.2 - Provide orientation and training of new staff

Start Date:

End Date:

Describe your process for orienting and training staff new to the PMI program.: New staff will be trained using the PMI manual. Each new staff member will receive a copy of the PMI manual and be expected to read and comprehend it. In addition, each new staff will be given a copy of the Leavenworth County Health Department's Policies and Procedures Manual and be held accountable for the knowing the rules there within. If staff has questions, they are to discuss those with the Clinic Supervisor or Office Manager. The KDHE Program Manager is to be contacted with any additional questions. New staff will receive HIPAA training online and be tested for comprehension. New staff will complete Kansas Department for Children and Families Child Abuse Prevention training and learn how and when to make online abuse and neglect reports for mandated reporters. New staff members will complete online FEMA training and complete and pass all of the required tests.

Requirement: A.1.1.3 - Develop a method for recruiting selecting, and training staff

Start Date:

End Date:

Strategy: A.1.2 - Communicate and coordinate local work with State staff

Start Date:

End Date:

Requirement: A.1.2.1 - Submit Financial Status Report and Client Demographic Summary quarterly

Start Date:

End Date:

Requirement: A.1.2.2 - Submit Quarterly Progress Report

Start Date:

End Date:

Requirement: A.1.2.3 - Participate in site visits and technical assistance calls as requested by the State

Start Date:

End Date:

Goal: A.2 - Program evaluation

Start Date:

End Date:

Strategy: A.2.1 - Develop a program evaluation process to ensure services are provided as proposed

Start Date:

End Date:

Summarize your program evaluation methods to include how you will expand services to meet community needs.: The Community Needs Assessment for Leavenworth County indicates the community needs more safety net clinics, urgent care clinics, public transportation services, specialists, primary care access and physicians, and has difficulty in recruiting Healthcare Providers. Our agency cannot provide these services. However, we can refer to the physicians and agencies our community does have. We will listen to community needs by attending community meetings, answering phone calls, and interacting with co-workers and peers. The case manager will discuss the community needs with the director and clinic supervisor to determine how to further meet these needs. The PMI program will maintain an advisory group that reflects the community's race, ethnicity, and socioeconomic status. Minutes will be kept for each meeting. A client satisfaction survey will be provided to each client prior to departing from the program. The surveys will be used to determine the program's strengths and weaknesses as well as if the program has met its goals. If the goals have not been met; staff will determine the reasons why and seek to improve the goals. Staff will attempt to identify patterns of need and label those categories. Staff will organize survey comments into categories of similarity and keep the surveys for multiple years for future reference.

Requirement: A.2.1.1 - Develop and use a client satisfaction survey

Start Date:

End Date:

Attach a Client Satisfaction Survey in the attachment section above

Did you attach a Client Satisfaction Survey?: Yes

Requirement: A.2.1.2 - Develop and maintain program policies and procedures that are based on program standards and guidelines.

Start Date:

End Date:

Strategy: A.2.2 - Create and maintain a functioning advisory group.

Start Date:

End Date:

Describe your PMI Advisory Group membership and frequency of meetings.: The PMI Advisory Group meets quarterly at the Leavenworth County Health Department and includes:

Lisa Hattok, Social Worker/Case Manager
Violet Gomes, Clinical Supervisor
Tiffany McIntosh, Public Health Nurse
Emily Luckert, Lab Technician
Kelly Leonard, Registered Dietician
Katie Hess, Lansing High School Social Worker
Maureen Hernandez, Tiny-K Occupational Therapist
Leslie Hayes, Leavenworth High School Nurse

The group discusses ideas for recruiting and retaining clients as well as any ways the program can make improvements.

Requirement: A.2.2.1 - Composition of the advisory group will reflect the community (race, ethnicity, SES)

Start Date:

End Date:

Requirement: A.2.2.2 - Regular meetings will be held and minutes of the meeting kept

Start Date:

End Date:

Grouping B - Data and Information

Goal: B.1 - Measure program impact

Start Date:

End Date:

Describe your program goals, objectives and outcome measures.: The Leavenworth County Health Department will maintain written protocols indicating the mothers will complete an Intake & Needs Assessment and a goal planning form upon enrollment in the PMI program. Then goals will be set and followed according to the goal tracking form. The case manager will assist the mothers in reaching their goals by providing adequate resources and referrals to community services. Each mother will be offered adoption referrals for counseling and support. All of the mothers will develop a Birth Plan. All of the mothers will have access to and receive adequate prenatal medical care. All of the mothers will have their basic needs met. Each mother will receive encouragement and support to obtain a high school diploma or GED and/or employment. Each mother will receive education and assistance to obtain drug and/or alcohol treatment and smoking cessation information as needed. Each mother will be provided parenting education and support. Each mother will be provided information on immunizations for themselves and their children and encouragement to be immunized.

Strategy: B.1.1 - Develop an evaluation tool to measure program effectiveness

Start Date:

End Date:

How will you measure effectiveness of services, interventions and referral networks?: Clients will complete an Intake and Needs Assessment. Effectiveness will be determined by: a. If clients remain in the program until their goals are met. b. If clients deliver full-term healthy babies. c. If clients indicate they like and appreciate the services. d. Evaluating the number of complaints in ratio to the number of compliments. e. Building rapport with community collaborations by attending at least one monthly community meeting. f. If the program is serving a minimum of 40 clients in a fiscal year. The number of referrals from community collaborations is greater than 20 in a year.

How will you ensure services provided are those needed by clients?: The case manager will use the results of the Leavenworth County Community Needs Assessment to determine what the community needs are. Upon enrollment client expectations will be determined and later feedback from the client surveys will be taken into account. The client responses from the Intake & Needs Assessments will be considered by reviewing the clients' ages, genders, races, ethnicities, services provided and the outcomes. The program will be proactive and preemptive should any issues arise. Those concerns will be addressed and resolved immediately.

Describe your plan for collecting and entering client information into DAISEY (KDHE approved data system), including who will collect the information, how it will be collected and when it will be entered. If you also enter client data in another system, include the name of the system (Insight, Nightingale Notes, etc.): The Case Manager will collect the client information for DAISEY by interviewing each client at the beginning of each appointment and filling the appropriate forms out. Then the Case Manager will manually enter that information into DAISEY within two business days. The Leavenworth County Health Department also uses the KIPHS system to enter client data and notes into.

Attach a current DAISEY Terms of Use Agreement signed by your agency for FY 2018 (electronic or handwritten signatures are acceptable).

Did you attach a signed DAISEY Terms of Use Agreement for FY 2018?: Yes

Requirement: B.1.1.1 - Gather and use data to plan and evaluate interventions and referral networks

Start Date:

End Date:

Requirement: B.1.1.2 - Gather and use data to assess program impact

Start Date:

End Date:

Grouping D - Interventions to Improve Public Health

Goal: D.1 - Provide services to enable pregnant women to carry their pregnancies to term

Start Date:

End Date:

Describe services to be provided to pregnant women that will enable them to carry their pregnancies to term. Note the strategies and curriculums used and note whether or not they are evidence-based.: All mothers will be provided information to receive counseling from the local community based mental health facility (The Guidance Center). If a mother is considering adoption, she will be referred to KCSL's From Heart to Home Infant Adoption Program or another adoption program of her choice. All mothers will be given information to obstetrician options in our community. All mothers will be given information to apply for KanCare and assistance in applying, if needed. All mothers' basic living needs will be met and appropriate referrals will be made to other agencies to acquire housing, food, clothing and transportation. The PMI program will be using the following strategies and curriculum: *Becoming a Mom--evidence based *Safe Sleep--evidence based *Period of Purple Crying--evidence based *KCSL's From Heart to Home Infant Adoption Program *American Academy of Pediatrics Caring for Your Baby and Young Child--evidence based *What to Expect series

Estimate the total number of clients to be served during the grant period.: 40

Estimate the number of new enrollees to be served during the grant period: 35

Select all counties to be served below

County: Atchison; Douglas; Leavenworth

Strategy: D.1.1 - Assure that no individuals unable to pay will be denied pregnancy maintenance services

Start Date:

End Date:

Requirement: D.1.1.1 - Have on file written protocols that clearly outline how the local pregnancy maintenance services are to be implemented

Start Date:

End Date:

Strategy: D.1.2 - Adoption services and pregnancy education will be part of the program

Start Date:

End Date:

Describe the adoption services and pregnancy education to be provided as part of the program.: Pregnancy Education will consist of these educational topics coupled with individualized case management services:

*The Period of Purple Crying

*Safe Sleep

*Futures without Violence

*Basic Time Management

*Basic Money Management

*Basic Home Management

*What To Do When Your Child Is Sick

*Becoming a Mom

*Labor and Delivery dvd's

*Newborn care

*Birthing and breastfeeding classes

*Car Seat Safety

Case Manager will refer the mothers to From Heart to Home Infant Adoption through Kansas Children's Service League if they are considering or have chosen adoption services. From Heart to Home provides:

*Counseling Sessions

*Individual Service Plan development and review

*Weekly visits with the birth mother. Those visits will include:

*Grocery shopping, as needed.

*Assistance with bill payment.

*Transportation as needed.

*Assistance in budget planning.

*Assistance in obtaining housing.

*Assistance with other resources as needed.

*On-going support for the decision of placing the child for adoption.

*Legal consultation

*Genetic profile of the birth parents.

*Social History of the birth parents.

*Genogram and Ecomap.

*Pre-registration at the hospital

*Facilitating meetings and/or communication between the birth parents and adoptive parents.

*Paternity testing

Referrals will be made to community collaterals including Parents As Teachers, Tiny-K, Early Headstart, Lamb's Inn, The Guidance Center, etc.

Requirement: D.1.2.1 - Case managers to attend adoption training class

Start Date:

End Date:

Requirement: D.1.2.2 - Provide plan for providing adoption as an option

Start Date:

End Date:

Requirement: D.1.2.3 - Provide adequate resources and referrals

Start Date:

End Date:

Goal: D.2 - The program shall not perform, promote or refer for education in favor of abortion.

Start Date:

End Date:

Can you provide assurances that the program will not perform, promote or refer for education in favor of abortion?: Yes

Strategy: D.2.1 - Provide assurances

Start Date:

End Date:

Grouping E - Communications and Promotions

Goal: E.1 - Increase public awareness of services and generate buy in

Start Date:

End Date:

Strategy: E.1.1 - Promote services to community

Start Date:

End Date:

How will you promote your Pregnancy Maintenance Initiative (PMI) services to the community?: The PMI program will be advertised on the Leavenworth County Health Department's Facebook page. The PMI program will be advertised on the Leavenworth County Health Department's Twitter account. The case manager will provide hospitals, physicians, schools and other community agencies with information regarding the PMI program. The case manager will post flyers on community bulletin boards. The case manager will mail out monthly letters to WIC participants informing them of the program.

Strategy: E.1.2 - Planned outreach activities

Start Date:

End Date:

What are your planned outreach activities?: *Attend the monthly Leavenworth County Breastfeeding Coalition meetings.
*Attend the quarterly Leavenworth LICC meetings.
*Attend the Leavenworth Child Abuse Prevention Council meetings.
*Give presentations to The Guidance Center.
*Participate in the Leavenworth County health fairs.
*Participate in the Leavenworth County Fair educational booth.

Strategy: E.1.3 - Target and recruit clients

Start Date:

End Date:

Grouping F - Partnerships

Goal: F.1 - Collaborative partnerships with community providers

Start Date:

End Date:

Strategy: F.1.1 - Build and maintain local partnerships

Start Date:

End Date:

Requirement: F.1.1.1 - Develop and maintain collaborative partnerships with community providers of related services

Start Date:

End Date:

Identify your key partners including community-based health, social service providers, and Maternal and Child Health (MCH). Describe how you collaborate to ensure needed services are provided.: The Leavenworth County Health Department will collaborate with community providers including, but not limited to:

- *Birthright--maternity and infant clothes and supplies
- *Lamb's Inn--maternity and infant clothes and supplies; pregnant and parenting information
- *Welcome Central--public transportation
- *Council on Aging--public transportation
- *Salvation Army--clothing, toys, books, and utility assistance
- *St. Luke's Cushing Hospital--newborn care and birthing classes
- *Providence Medical Center--birthing classes
- *University of Kansas Hospital--breastfeeding, newborn care, and birthing classes
- *Kansas City Kansas Community College--GED and CNA classes
- *Lansing Education Achievement Program (LEAP)--alternative high school
- *Leavenworth High School--alternative high school and credit recovery program
- *Catholic Charities--utility, clothing, and food assistance
- *Department for Children and Families--child support, child care, KanCare, food stamps, and cash assistance
- *WIC--breastfeeding classes, nutritional information, food assistance
- *Leavenworth County Health Department Family Planning program--birth control education and option information
- *Leavenworth County Health Department Immunization Clinic--immunizations for children
- *Leavenworth County Health Department M&I Clinic--prenatal care
- *Leavenworth County Headstart and Early Headstart--education and early intervention services
- *Parents As Teachers--Parenting information; Parenting classes
- *Leavenworth County Infant-Toddler Services--Tiny K---early intervention services
- *Leavenworth County Workforce Center--job readiness; assistance with obtaining GED and associate degrees
- *St. Vincent Clinic--medical care; dental care
- *Leavenworth County Health Department Healthy Start--car seat inspections
- *The Guidance Center---behavioral healthcare

Collaborating will take place via meetings, phone calls, emails and mailings.

Requirement: F.1.1.2 - Develop referral sources for related services

Start Date:

End Date:

Requirement: F.1.1.3 - Track referrals made and outcomes of those referrals

Start Date:

End Date:

When referring for services outside the program, what are the processes for initiating referrals and for follow-up after referral to ensure clients engage in the services?: Leavenworth County Infant-Toddler Tiny-K has its own referral form. It is faxed to them and the Tiny K coordinator contacts the case manager with the results.

St Luke's Cushing Hospital and Providence Medical Center services are arranged over the phone between hospital staff and the case manager. The hospital staff contacts the case manager if the client does not follow through.

The remaining referrals are marked on the Leavenworth County Health Department referral form and the receiving agency is to email or fax the referral back indicating the services the client received.

When a client is being referred to WIC, the case manager will take them to WIC and assist them in enrolling.